



MEMORANDUM

TO: Public School Superintendents
Charter School Principals
Accredited Nonpublic School Principals

FROM: Pat Mapes, Director
Education Licensing and Development

DATE: June 12, 2009

SUBJECT: Update on Substitute Teacher Permit and Emergency Permit applications

In the past the Office of Educator Licensing and Development has mailed packets of Emergency Permit applications to school corporation offices in the summer for use during the following school year. Starting this year we are providing the most current electronic version of the Emergency Permit application on our website so that you can download and print the application as you need it. The link to the application is included below and we will also post the link on our DOE-Office of Educator Licensing and Development website. By using this link we can ensure that you always have the most up to date version of the application and our office saves time and money allowing us to provide better service.

Please click on the links below and bookmark them in your web browser.

Link to the [Emergency Permit Application](#)

We encourage you to apply for Substitute Permits online through the following link:

[Teacher On-Line Licensing System](#)

However, if you wish to access the paper Substitute Permit application you can follow the link below:

Link to the [Substitute Permit Application](#)

Thank you for your cooperation and support as we strive to provide more effective service. Should you have questions or need additional information, please contact Risa Regnier at rregnier@doe.in.gov.